

LUCAS COUNTY  
OHIO  
  
REQUIREMENTS FOR ALL INSTRUMENTS  
OF  
CONVEYANCE IN LUCAS COUNTY

The following requirements must be met if both of the following occur:

- 1) The instrument of conveyance contains a legal description different from the previous grant vesting title to the current grantor; and,
- 2) The transfer involves more than one parcel resulting in a creation of a new tax parcel.

June 16, 1997  
Effective Date

## I. REQUIREMENTS FOR ALL RECORDED LOTS OF RECORD

1. All instruments conveying a recorded lot in a municipality or recorded subdivided area must designate the lot number(s), the official recorded name, the Volume and Page(s) reference of official record, and the prior recorded deed reference if any exists.
2. Any out-lot or portion of a recorded lot must have an accurate description to establish a tax structure for the portion being conveyed, so as to enable the County Offices to determine the residue or balance left, based on the current Tax Maps and Parcel Numbers.
3. Any area being conveyed in what is commonly known as an "Unrecorded Plat" must have a metes and bounds description.

## II. REQUIREMENTS FOR EXISTING METES AND BOUNDS DESCRIPTIONS OF RECORD

1. All existing metes and bounds descriptions of record, which do not create or alter the current tax structure of a parcel(s) will be checked by the Lucas County Engineer's Office to verify and identify to the Lucas County Auditor the tax parcel(s) to be conveyed.
2. All existing metes and bounds descriptions of record must be described verbatim as witnessed by the instrument of previous record and transfer. The correction of scrivener errors, omissions or other obvious mistakes are permitted in order to make the description more accurate.
3. Any existing metes and bounds description which, since the previous conveyance, has been incorporated into a municipality or other political subdivision by means of annexation must be changed to reflect its new corporate location within the situate of the subject instrument of conveyance.
4. All instruments of conveyance attempting to convey the remainder or balance of an existing tax parcel(s) from which out-lots or exceptions to title exist must incorporate the following requirements:
  - A. Each out-lot or exception of the original tract(s) must be described verbatim, along with the prior recorded deed reference. The correction of scrivener errors, omissions or other obvious mistakes are permitted in order to make the description more accurate.
  - B. Each documented exception must recite the situate as defined in III, 1A and its recorded source by which it can be readily verified. It is not the intent that all easements and restrictions are to be recited unless they are on the previous instrument or readily available.



5. It is desired that all instruments of conveyance using exceptions to convey the balance of remainder of a tax parcel(s) incorporate a statement identifying the tax parcel(s) and district to be conveyed, and the current taxable area as witnessed by the Lucas County Auditor's tax duplicate for the subject conveyance. (i.e., it is the intent of this instrument to convey all of Tax Parcel(s) number and district, containing acreage or footage, as shown by the Lucas County Auditor. The County Engineer's/Auditor's Office will assist in furnishing the parcel(s) number when requested.
6. All metes and bounds descriptions must contain all the information pertaining to the description that will be used on the legal instrument form when checked by this Office for pre-transfer verification or approval.

### III. REQUIREMENTS FOR NEW METES AND BOUNDS DESCRIPTIONS FOR CONVEYANCE

All new metes and bounds descriptions, not previously recorded, must incorporate the following:

1. Situate:
  - A. Must denote state, county, township, municipality (if appropriate). It must also denote range, section, half section, etc.
  - B. Must denote deed reference as to the tract(s) of origination.
2. Starting Point:
  - A. All descriptions must be referenced to an established point of beginning or commencement such as centerline intersections of streets or roads of record, established property corners of record, section and or quarter section corners or lines, etc.
3. Courses:
  - A. Each course of a new metes and bounds description should be a separate paragraph, and all courses must be stated in a clockwise direction from point of beginning to point of termination for the subject description.
  - B. Each course of a new metes and bounds description shall contain a bearing expressed in degrees, minutes and seconds and a distance recited in feet and decimal parts thereof, from point of origination to a point of termination of each course.

- C. The basis of the bearings shall be given in a statement similar to the following:

"Bearings used hereon are based on an assumed median and are for the express purpose of showing angular measurement."

- D. Each course must recite all monumentation, (See 4733-37-03) of Minimum Standards, either placed or found, along each course, or at the point of origination and/or termination of each course. This recitation shall include the type, size and material of each monument.
- E. Every boundary monument and/or reference monument set by the surveyor shall when practicable, be in accordance with 4733-37-03 of the Minimum Standard for Boundary Surveys in the State of Ohio. (See Attachment)
- F. Each course must show all other common lines such as centerlines of roads, rivers, streams, etc. quarter or half section lines, or any other pertinent **common** line of record or interest as witnessed by the survey for the conveyance.

4. Curves:

- A. Any Course of a new metes and bounds description which is a curve must contain the direction of the curve (right or left), delta angle, radius arc length, the radius (in feet and decimal parts thereof), chord length and chord bearing of same.

5. References:

- A. All references to roads, rivers, streams, railroads etc. must use current or existing numbers or names of record. Old or original names may also be mentioned if they would add clarity.

6. Acreage:

- A. All new metes and bounds descriptions must give the acreage contained within its perimeter and calculated to the third decimal place. The total acreage contained within the road right of way shall be recited to the third decimal place. **Total** calculated square footage may also be mentioned as a matter of option.
- B. Whenever a new metes and bounds description encompasses two or more taxing districts, or two or more tax parcels, a breakdown of the total acreage must be recited as to the entire description as required in each existing tax parcel (see 6A) to create an accurate tax structure.



7. Prior Deed References:
  - A. The deed reference(s) from which the grantor of the conveyance acquired title must be recited.
8. All new metes and bounds descriptions will be subject to computer verification as to the accuracy of the traverse closure (1/10,000 minimum allowable traverse closure) of the area as described. Whenever this process is necessary there will be a delay in approving the conveyance for transfer purposes. It is suggested that the surveys be presented for pre-transfer approval 24 hours in advance of making the survey available to the public.
9. All instruments containing new metes and bounds descriptions, which meet all of the aforementioned requirements will be stamped "Description Checked" and the proper notations will be made on the instrument of conveyance, verifying a correct tax structure to the County Auditor.
10. Whenever the descriptive content of any legal instrument of conveyance is determined to be ambiguous, vague or in error, it will require that a statement of intent and/or nature be incorporated as part of the instrument, to clarify the parcel(s) to be conveyed.
11. All splits less than 5 acres must be approved by the Local Planning Authority.
12. Descriptions other than metes and bounds may be acceptable if they properly describe the tract, i.e., "Being 10 feet off the west side of Lot No. 1000, etc.)

#### IV. Surveyor:

1. All new metes and bounds descriptions prepared by a registered surveyor must incorporate the following:
  - A. Printed surveyors name and address.
  - B. Ohio Registration Number and Seal.
  - C. The date of writing and/or survey.
  - D. Surveyor's signature
  - E. A statement indicating whether the subject description was prepared from an actual field survey or from existing records similar to the following:  
The above description is based on a "field survey performed by \_\_\_\_\_ on month, day, year" or "from existing records".
2. All new metes and bounds descriptions prepared by a registered surveyor must be accompanied by a signed and sealed plat of survey.
3. All deeds with new Metes and Bounds descriptions not previously recorded shall comply with ORC 5301.25 Section B.

V. REQUIREMENTS FOR PLATS AND PLATS OF SURVEYS

1. Any author shall prepare a scale drawing of every new metes and bounds description he or she originated, and make available a full sized copy of the drawing on drafting film to be filed with the Lucas County Engineer's Department.
2. All plats of survey and plat drawings must incorporate the following details:
  - A. A situate, such that the general location of the subject survey can be readily identifiable. (This requirement should include the same information as established by Sections 1, Item A and B of the "REQUIREMENTS FOR NEW METES AND BOUNDS DESCRIPTIONS FOR CONVEYANCE").
  - B. A north arrow with a clear statement as to the basis of the reference - Direction Used.
  - C. The control station(s) or starting point reference as cited in the deed description.
  - D. All monumentation either found or placed, as cited by the metes and bounds description, together with a legend of the symbols used to identify the subject monumentation showing the material and size for each. If all monuments are identified individually, no legend will be required.
  - E. All tax parcel numbers of the adjoining properties along each boundary line of the subject survey.
  - F. All boundary information for each course as established by "REQUIREMENTS FOR NEW METES AND BOUNDS DESCRIPTIONS FOR CONVEYANCE" Section 3, Items A thru F and Section 4 Item A.
  - G. A citation of pertinent documents and sources of data used as a basis for carrying out the work. This may include Field Book number and page or right of way drawing number for all limited access highway centerlines, if such record exists.
  - H. The scale of the subject drawing.
  - I. The surveyors printed and signed name, Ohio Registration Number and reproducible Stamp or Seal.



MINIMUM DRAFTING REQUIREMENTS FOR ALL PLATS OR SURVEYS  
TO BE FILED WITH THE LUCAS COUNTY, OHIO  
ENGINEER'S OFFICE  
FEBRUARY 24, 1993

REVISED OCTOBER 29, 1993

1. ALL PLATS SHALL BE ON DRAFTING FILM WITH PERMANENT INK. SHEETS SHALL BE 20 INCHES BY 30 INCHES, MINIMUM AND 24 INCHES BY 36 INCHES MAXIMUM.
2. ALL LETTERING SHALL BE APPLIED TO THE FILM WITHOUT THE USE OF INTERMEDIATE FILM.
3. THE MINIMUM LETTER SIZE SHALL BE 0.125 INCH IN HEIGHT. THE WIDTH SHALL BE A FACTOR OF 1.
4. SURVEY DRAWINGS ON 8½" X 11" OR 8½" X 14" SHALL HAVE A MINIMUM LETTER SIZE OF 0.100 IN HEIGHT. THE WIDTH FACTOR SHALL BE 1.
5. SURVEY DRAWINGS LARGER THAN SPECIFIED IN SECTION 4 SHALL HAVE A MINIMUM LETTER SIZE OF 0.125 IN HEIGHT. THE WIDTH FACTOR SHALL BE 1.